

# University of Detroit Mercy



## Faculty and Librarian Handbook A Guide to Detroit Mercy

Updated - September 2019



Dear Colleagues:

This **University of Detroit Mercy Faculty and Librarian Handbook** is created as an electronic resource for individuals on all three campuses: McNichols; Riverfront; and Corktown. While much of the Handbook's contents will prove especially useful for new faculty members and librarians, I encourage all full-time and part-time employees to take advantage of the information provided in print and through the links included in the document. The Handbook was created through the efforts of the Faculty Development Team with input from staff, faculty, and administrators. Please remind your colleagues of its availability and share its location link on the Office of Academic Affairs webpage.

The document is a dynamic one and will be evaluated on a semester basis. If you have suggestions for content, please forward those recommendations to [zarkowp1@udmercy.edu](mailto:zarkowp1@udmercy.edu).

I am grateful for your contributions to our students, your colleagues, the university, and the communities we serve.

Regards,

Pamela Zarkowski, JD, MPH

Provost and Vice President for Academic Affairs

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Disclaimer Regarding Web Content

Detroit Mercy's website has online resources available to its community and is updated in real-time, with changes made daily. Web links in the Handbook were active as of September 5, 2019 but may change at any time. While every effort is made to ensure the accuracy of material published in the Handbook or on the Detroit Mercy website, discrepancies or outdated information may exist from time to time. If you reach a link that does not exist or does not appear to be accurate, please notify the Office of Academic Affairs.

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# 1 ABOUT DETROIT MERCY

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## 1.1 DETROIT MERCY MISSION AND VISION

- Mission and Vision Statements of the University: <http://udmercy.edu/about/mission-vision/index.php>
- Mission and Identity Page: <http://www.udmercy.edu/about/mission-vision/mission-identity/index.php>
- Characteristics of a Jesuit education and Characteristics of a Mercy education (scroll down to the "A Jesuit and Mercy Education" section): <http://udmercy.edu/about/mission-vision/religious-sponsors/index.php>
- Sisters of Mercy Critical Concerns: <https://www.sistersofmercy.org/files/documents/resources/Justice/CriticalConcerns-Poster-FINAL.pdf>

## 1.2 DETROIT MERCY LEADERSHIP

- University Leadership: <https://www.udmercy.edu/about/leadership/leaders.php>
- Shared Governance: <http://www.udmercy.edu/faculty-staff/governance/>

## 1.3 CAMPUS LOCATIONS

University of Detroit Mercy has three campuses in the city of Detroit and also offers programs at additional locations in southeast Michigan. The link to maps of all three campuses can be found here: <http://www.udmercy.edu/about/location.php>

- McNichols Campus: 4001 West McNichols Road, Detroit, 48221. School of Architecture; College of Business Administration; College of Engineering & Science; College of Health Professions & McAuley School of Nursing; College of Liberal Arts & Education; main administration; student residences; athletic facilities (including Calihan Hall).
- Riverfront Campus: 651 East Jefferson Avenue, Detroit, 48226. School of Law.
- Corktown Campus: 2700 Martin Luther King Jr. Blvd., Detroit, 48208. School of Dentistry.
- Aquinas Campus Nursing: 1700 Fulton St. E, Grand Rapids, 49506-1801.

## 1.4 OFFICE OF MISSION INTEGRATION: [HTTPS://WWW.UDMERCY.EDU/ABOUT/MISSION-VISION/MISSION-IDENTITY/INDEX.PHP](https://www.udmercy.edu/about/mission-vision/mission-identity/index.php)

- Charged with creating opportunities to engage with the rich Catholic intellectual and wisdom traditions that have shaped the mission of Detroit Mercy, particularly through the Jesuit and Mercy traditions and as lived out in the context of the reality of the urban context of Detroit. In collaboration with members of the university community, it creates, offers and co-sponsors events to advance the understanding of the Ignatian and Mercy traditions that are expressed

and actualized in various ways by a diverse university community and supports efforts towards increasing integration of the mission into all dimensions of the life of the university.

## 2 GETTING STARTED: ID CARD, PARKING PERMIT, EMAIL ACCOUNT

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### 2.1 GETTING YOUR DETROIT MERCY ID CARD

- The Titan Information Center, also known as “Parking and ID” or the “Parking and ID Office,” is located on the first floor of the Student Union, adjacent to the Dean of Students Office, on the McNichols Campus provides identification cards/validations for faculty and staff. Check their website for hours and the list of documents to bring:  
<https://www.udmercy.edu/life/policies/id.php>. Phone: (313) 993-1100
- Your Detroit Mercy ID card provides multiple access opportunities. Employees of the School of Dentistry and the School of Law have card access to their campus buildings. All McNichols employees have swipe access to the Student Fitness Center. If you are a School of Dentistry or School of Law employee, to gain access to the McNichols Fitness Center you must go to Titanconnect under the tab “Personal Information” there is a survey question. Once the question is answered you will have card access to the Student Fitness Center.
- All employees may also use the ID as your **library card**. Present your ID card to a staff member at the Library Check Out & Customer Serve Desk for activation. For more information about Borrowing from Detroit Mercy Libraries and Borrowing from Association of Jesuit Colleges and Universities (AJCU) visit  
<https://libraries.udmercy.edu/page.php?topic=12&>

### 2.2 GETTING YOUR PARKING PERMIT

- Parking permits are also provided through the Parking and ID Office. A registration form (available from the Office), along with your vehicle registration, must be submitted. University employees purchase parking permits via payroll deduction. For the documents required, payroll deduction amounts, and additional information about vehicle registration and parking on campus, see: <https://www.udmercy.edu/life/policies/parking.php>

### 2.3 GETTING YOUR DETROIT MERCY EMAIL ACCOUNT AND OTHER IMPORTANT ACCOUNTS

- Office 365 is a cloud-based solution providing access to Detroit Mercy email, as well as Microsoft office applications, online file storage and sharing tools. In addition, the University manages much of its self-service and administrative operations using the my.udmercy.edu portal environment. Home and departmental file storage services are available through the University TitanNet domain environment.

- Requests for accounts on these systems may be obtained by completing the forms located at <http://www.udmercy.edu/about/its/access/accounts.php> which must be approved and submitted by your supervisor. Your credentials packet will be created and picked up by your supervisor who will then provide them to you. You will be required to change initial passwords upon your first login.
- As a Detroit Mercy employee, you may install up to 5 instances of Microsoft Office 365 on your personal computers. This includes Outlook, Word, Excel, PowerPoint, OneNote, and OneDrive for Business. Learn more about the installation and set-up process: <http://www.udmercy.edu/about/its/computing/personal/index.php>
- The University uses a hosted Blackboard environment as its learning management system.
- Note that Office 365, my.udmercy.edu portal and TitanNet are separate systems. Your passwords will not be the same unless you set them as such. Your credentials for the my.udmercy.edu portal are also used by Blackboard and many other services at the University.
- Detailed information about IT services including information on support, hardware, software, audio-visual service, lab service classroom technologies, policies and security may be found online at: <http://www.udmercy.edu/about/its>

## 2.4 MY PORTAL

- My Portal is the secure personalized site through which Detroit Mercy students and employees access available online services. The site is available 24 hours a day.
- The Self-Service section of My Portal has multiple uses including access to class enrollment lists, class schedules, the Detroit Mercy course catalog, and individual student and advising information. You will also use My Portal Self Service to submit required midterm and final grades. In addition, My Portal Self Service provides you with access to your employee information such as your paystub and your W2 form.

If you need help setting up your access to either Detroit Mercy email and/or My Portal, feel free to call the IT help desk 313-993-1500 during business hours.

# 3 GETTING STARTED: SYLLABI, TEXTBOOKS, CLASSROOMS

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## 3.1 CREATING YOUR SYLLABUS

- McNichols Faculty are expected to abide by the **McNichols Campus Syllabus Guidelines**: [http://udmercy.edu/academics/academic-affairs/files/index/McNicholsCampus\\_Syllabus\\_Guidelines.pdf](http://udmercy.edu/academics/academic-affairs/files/index/McNicholsCampus_Syllabus_Guidelines.pdf)
- As this document is often revised and/or updated, McNichols Faculty should check this link before creating their syllabi every semester.
- Use the Academic Calendar [https://www.udmercy.edu/current-students/registrar/files/current\\_3yr\\_calendar.pdf](https://www.udmercy.edu/current-students/registrar/files/current_3yr_calendar.pdf) in creating your class timeline or schedule.

- School of Dentistry and School of Law faculty should consult their Deans' Offices regarding syllabus requirements and should obtain academic calendars specific to their units from their Dean's Office.
- In addition, always consult with your department Chair or program Director for other information, advice, and requirements.

### 3.2 ORDERING COURSE TEXTBOOKS

- Consult with your department Chair or program Director regarding whether you are free to select your own textbooks or if a particular book or books are required for your courses.
- Desk copies or evaluation copies of texts are often provided to instructors at no cost from the publisher. Publisher websites will include the process for ordering these free copies and will often include contact information for your regional representative who can also serve as a useful source for ordering desk copies and discussing other possible books and sources for your courses. (Please note: desk copies cannot be sold or donated to the library.) In addition, the Detroit Mercy Bookstore offers *FacultyEnlight*<sup>®</sup>, a source for researching, adopting and sharing insights about textbooks and course materials:  
<https://www.facultyenlight.com/?storeNbr=742>.
- Once you have decided on the books for your courses, place your book orders with the Detroit Mercy bookstore as early as possible to help ensure that your students have the most access to affordable options. The bookstore also offers a variety of additional course materials and resources including textbook rentals; used, new, and digital textbooks; custom course materials; and Open Education Resources (OER) Courseware. The bookstore also offers a Price Match program with Amazon.com and bn.com, with restrictions. In addition, the bookstore can help create a custom option for faculty who are using portions of a textbook and/or multiple sections from different textbooks.
- You may place book orders online at <https://www.facultyenlight.com/user>, or by emailing the bookstore at: [bksdetroitmercy@bncollege.com](mailto:bksdetroitmercy@bncollege.com).

#### Textbook Order Deadlines

Fall Semester: April 15

Winter Semester: October 15

Summer Semester: March 15

#### Bookstore Locations and Phone Numbers

McNichols Campus: 4001 W. McNichols Rd., Detroit, MI 48221 / 313 993-1030

Corktown (Dentistry) Campus: 2700 MLK Jr. Blvd., Detroit, MI 48208 / 313 993-1030

Riverfront (Law) Campus: 651 E. Jefferson Ave., Detroit, MI 48226 / 313 596-0267

#### E-mail Contact for All Bookstores

[bksdetroitmercy@bncollege.com](mailto:bksdetroitmercy@bncollege.com)

- The bookstore fully complies with the 2008 federal HEOA. The HEOA is intended to help students with financial concerns about textbooks by requiring post-secondary institutions which

participate in federal financial aid programs receive federal financial assistance to disclose verified pricing for both required and recommended textbooks as well as cost information for other supplies for each course.

### 3.3 FINDING YOUR CLASSROOM

Locate your course section(s) in the Detroit Mercy class schedule online. It can be found at <http://www.udmercy.edu/classschedule/>

- Select Term (semester)—for example, Fall 2019—from the pulldown menu and click “Submit.”
- On the next screen, from the Subject menu (scrolling down in the menu if necessary), select your subject—for example, Biology. Then, from the Instructor menu (again, scrolling down if necessary), select your name. Click “Class Search.”
- The next screen will provide a list of your course(s) including the Catalog name of your course; its five-digit course reference number (or CRN); its section number; scheduled meeting times; campus (e.g., “McNichols Campus”; and its building location (e.g., “Briggs 205). The link to maps of all three campuses can be found here: <http://www.udmercy.edu/about/location.php>
- If your course is not listed, contact your department Chair or program Director.
- If the scheduled classroom is unsuitable for the class you are teaching, contact your Assistant/Associate Dean for review of reassignment through the Registrar’s Office.
- Once you have obtained your Titan Pass account (see Titan Pass section above), you may also obtain this information through the steps outlined in 4.1 below.

### 3.4 RESERVING CLASSROOM AV EQUIPMENT

- Check your classroom audio-visual (AV) equipment to determine if it is sufficient for your course needs. A Classroom Directory detailing AV equipment available for individual classrooms may be found at <http://www.udmercy.edu/about/its/classrooms/index.php>.
- You may still want to visit the room in person prior to the start of classes to verify that sufficient equipment is in place and that you are comfortable using it. If you are unsure how to use the equipment, you may schedule an overview with the AV department.
- HDMI, VGA and other cables to connect notebook computers may be obtained through your college office. The AVCS office will provide one in a pinch but does not give out cables.
- If you need additional equipment, contact the Audio-Visual and Classroom Support Department (AVCS) to schedule delivery of the needed equipment. The process for reserving equipment, including a required Reservation Form, is available through the AVCS website <http://www.udmercy.edu/about/its/av/index.php>.
- Additional information (including procedures, the equipment loaner program, and campus video-conferencing technology) is also available at the AVCS website.

## 4 CLASS LISTS, STUDENT LATE ADDS, MIDTERM & FINAL GRADES

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**PLEASE NOTE: SELF-SERVICE IN MY.UDMERCY.EDU IS AVAILABLE TO ALL FACULTY, HOWEVER, POLICIES AND PRACTICES REGARDING CLASS LISTS, MID-TERM AND FINAL GRADES MAY DIFFER FOR SCHOOL OF DENTISTRY AND SCHOOL OF LAW FACULTY. PLEASE FOLLOW DIRECTIONS FROM YOUR RESPECTIVE DEAN'S OFFICES.**

### 4.1 CLASS LISTS

- Class lists are available through Self-Service in my.udmercy.edu which is accessed using your Titan Pass. Once you are on the landing page under quick Links choose "Self Service", then "Faculty and Advisors," and then "Term Selection" Choose the applicable Term (semester) from the pull down menu (e.g., "Fall 2019) and click "Submit". You will be sent back to the main selection page and then you have a number of options including "Faculty Detail Schedule" or "Detail Class List", "Summary Class List", Week at a Glance", Active Assignments" or "Assignment History". If you have more than one course for the semester chosen you can pick the section from the drop down menu.
- Class lists reflect real-time transactions and are updated 24/7 for adds/drops from the day registration begins for the semester through the 100% add/drop period. Within the first two weeks of your class, please review your official class lists and inform the Registrar's Office of students on your course list who are not attending, or if there are students who are not on the official class list. You will also receive an email instructing you to provide this information to the Registrar's Office. It is against university policy to allow students to attend your class sections without official registration.

### 4.2 LATE ADDS

- Detroit Mercy allows students to freely add/drop during the add/drop period which for the full semester courses is the first week of class as long as there are seats available in the class. However, adding a course after the first day of class does not exempt students from any assigned work or deadlines stated in the syllabus given on the first day of class. Students are responsible for work missed because of late registration or for any other reason.
- After the first week of classes, you are not required to allow a student to add your class. If you do decide to allow a student to add your class after the first week of classes, the student will need an official Change in Registration form with instructor, advisor, and Dean's office signatures in order to add your class. This form can be

found online at [www.udmercy.edu/registrar/forms](http://www.udmercy.edu/registrar/forms) Please direct students with questions to your Associate Dean and/or Dean's Office. Students are responsible for work missed because of late registration or for any other reason.

## **MIDTERM & FINAL GRADES**

- Midterm and final grades are posted through my.udmercy.edu using Self Service.
- The Registrar's Office will also send out notice and instruction by email each semester.
- Detroit Mercy Undergraduate Grading System:

<http://www.udmercy.edu/academics/catalog/undergraduate2019-2020/index.php>

- Detroit Mercy Graduate Grading System:  
<http://www.udmercy.edu/academics/catalog/graduate2019-2020/index.php>

## **MIDTERM GRADES**

- All instructors teaching undergraduate courses are required to submit midterm grades through Self Service. Feedback on student performance, particularly in lower division and core courses, is critical to the academic process and is a vital part of student retention efforts and academic advising. Midterm grades provide a critical part of this feedback so it is essential that faculty make use of this form of assessment. (Midterm grades are not recorded on the student's official transcript.) Midterm grades are not required in every graduate program, but can be issued to indicate student progress in a course.

## **"I", "U", "F" OR "XF" GRADES**

- For information regarding the use of the Incomplete ("I") Grade for undergraduate students, see <http://www.udmercy.edu/academics/catalog/undergraduate2019-2020/policies/>
- For information regarding the use of the Incomplete ("I") Grade for graduate students, see <http://www.udmercy.edu/academics/catalog/graduate2019-2020/policies/>
- A grade of "XF" should be assigned when the instructor has no record of a student ever attending class although the student is still officially registered for the course and has never withdrawn. XF grades are permanent grades and count in the student's GPA as an F or failure for the course. These grades are used in the calculation for academic standing at the end of each semester and may contribute to academic warning, academic probation or academic dismissal from the program. XF grades will also impact financial aid because of non-attendance in the course.

- A grade of “U” is a temporary grade given to indicate a graduate student’s unsatisfactory progress in a research project, internship, or practicum.
- For any non-passing grades such as “I”, “U”, “F” or “XF” grades, you will need to indicate the last date of attendance. If you do not provide a last date of attendance for these instances, your grades will not be submitted for the entire class section. If the student never attended, use the first day of the class.

## 5 BLACKBOARD AND ONLINE TOOLS FOR FACULTY

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### 5.1 WHAT IS BLACKBOARD?

Blackboard is a web-based platform that enables instructors to offer course content; post and collect assignments, including online tests; provide students with grading feedback, and more. In addition, it can be used to offer 100% online courses, partially online courses, as well as to supplement traditional face-to-face courses.

### 5.2 BLACKBOARD LOGIN

- Blackboard may be found at <http://blackboard.udmercy.edu/>
- Login using your Titan Pass user name and password. If you are having password issues, contact the ITS helpdesk (313-993-1500).

### 5.3 BLACKBOARD BASICS TUTORIALS

A series of videos/self-service tutorials introducing the basics of using the University of Detroit Mercy’s Blackboard course site is available at <http://libraries.udmercy.edu/ids/faculty>. The series covers many topics including logging in, setting up course sites, and how to effectively use Blackboard's tools.

### 5.4 GETTING HELP WITH BLACKBOARD

The Instructional Design Studio (<http://libraries.udmercy.edu/ids/faculty>) provides the Detroit Mercy community with Blackboard training and support. IDS provides individual and small group instruction and consultation in order to help faculty use Blackboard effectively. Contact the Instructional Design Studio (313-578-0580) to schedule a session.

### 5.5 IDS SUPPORTED TOOLS FOR ONLINE EDUCATION

The Instructional Design Studio (IDS) endeavors to provide Detroit Mercy faculty and students with support and training for a broad range of tools used in online education experiences. In addition, while recognizing that it isn’t possible to support all potential online education software, IDS provides further support to the Detroit Mercy community by maintaining a list of officially supported software tools. This focus on a core set of tools allows designers to build a deeper comprehension of the features of each supported tool while ensuring that students and others are not required to learn to navigate and manage multiple tools that often serve the same purpose.

View the list of officially supported software tools, and find out how to make suggestions:  
[https://libraries.udmercy.edu/ids/faculty/page.php?category=8&topic=112&item\\_id=84](https://libraries.udmercy.edu/ids/faculty/page.php?category=8&topic=112&item_id=84)

## 5.6 LAPTOP LOANS FOR ONLINE COURSE DEVELOPMENT

The Instructional Design Studio has a small number of laptops available for faculty interested in developing online content for their courses. These laptops feature high-resolution touchscreens that make capturing handwriting and detailed drawing possible. The laptops come with Camtasia Studio installed for video screen capture sessions and are loaned with headsets for clear audio recording.

These laptops are available to current Detroit Mercy faculty for a one-week loan period.

Thinking about lecturing online, see the Instructional Design Studio's Guidelines for Lecturing Online: [http://libraries.udmercy.edu/page.php?item\\_id=171](http://libraries.udmercy.edu/page.php?item_id=171)

## 6 UNIVERSITY OF DETROIT MERCY PROFESSOR'S UNION (UDMPU) – MCNICHOLS FACULTY

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- The faculty union for Detroit Mercy's McNichols Faculty is the *University of Detroit Mercy Professors Union*—or UDMPU. The UDMPU Contract—with which all new McNichols faculty should familiarize themselves—is available at [http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU\\_Contract.pdf](http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU_Contract.pdf). The Contract is also known as “the Bargaining Agreement,” or “Agreement.”
- The vast majority of Detroit Mercy McNichols full-time faculty and librarians join the Union. Part-time faculty and faculty affiliated with the School of Dentistry and School of Law are not members of the UDMPU. See Articles 3.2 and 3.4 for Union membership information. New full-time McNichols faculty and librarians will also be provided with membership forms during the UDMPU portion of New Faculty Orientation.

## 7 DETROIT MERCY SHARED GOVERNANCE

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As outlined in the Joint Policy Statement on a Faculty Rights and Responsibilities Framework (adopted in 2000 by the University of Detroit Mercy Board of Trustees and UDMPU and included as Appendix A of the UDMPU Contract)—McNichols faculty participate in a shared governance model as follows:

- The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (everything except hiring and firing decisions), promotion and tenure process, and academic/program standards, and with shared responsibility for supporting those procedures for admission of students and other aspects of university life that relate to the educational process.
- Budgetary policies and decisions directly affecting those areas for which the faculty has substantive responsibility shall be made within the defined shared governance process. Budgetary policies and decisions to be made in concert with the faculty should include but not be limited to curriculum, subject matter and methods of instruction, research, faculty status,

promotion and tenure process, academic/program standards, and those aspects of admission of students and student life that relate to the educational process.

- The faculty sets the degree requirements, determines when the requirements have been met, and otherwise qualifies students and recommends them for award of degrees.

The McNichols Faculty Assembly (MFA) is the representative body of the McNichols faculty in shared governance and thus serves to ensure that the faculty, as detailed in the UDMPU Contract, have primary responsibility for curricular and academic areas. In addition, the MFA is the collective voice of the McNichols faculty in all matters of academic policy extending beyond the individual academic unit.

For more information: [https://udmercy.libguides.com/shared\\_governance](https://udmercy.libguides.com/shared_governance)

*Faculty members from the School of Dentistry and the School of Law are not members of the UDMPU and thus do not participate in the McNichols Faculty Assembly. However, representatives from the School of Law and the School of Dentistry are members of the Shared Governance Task Force and University Teams, in which the MFA participates, and both the School of Dentistry and the School of Law maintain their own form of faculty governance. Riverfront and Corktown Faculty should address their questions about Shared Governance to their Dean's Office.*

*PLEASE NOTE SECTIONS 8, 9, AND 10 APPLY TO MCNICHOLS CAMPUS FACULTY. SCHOOL OF DENTISTRY AND SCHOOL OF LAW FACULTY SHOULD CONSULT THEIR DEAN'S OFFICE FOR INFORMATION AND DOCUMENTS RELATED TO WORKLOAD, ANNUAL REVIEWS AND PROMOTION AND TENURE.*

## 8 BASIC FACULTY WORKLOAD AND PROFESSIONAL RESPONSIBILITIES

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- Faculty Workload and Professional Responsibilities for McNichols Faculty are outlined in Article VI of the UDMPU Contract: [http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU\\_Contract.pdf](http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU_Contract.pdf).
- School of Dentistry and School of Law Faculty should consult their Deans' Offices.

## 9 ANNUAL REPORTS AND PROBATIONARY REVIEWS

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- All McNichols faculty undergo some form of Annual Review. Information and forms may be found on the Academic Affairs website <http://www.udmercy.edu/academics/academic-affairs/index.php> under "Annual Report and Probationary Review Forms" and in the related UDMPU Contract sections, including Article V: [http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU\\_Contract.pdf](http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU_Contract.pdf).
- School of Dentistry and School of Law faculty should consult their Deans' Offices.

## 10 PROMOTION AND TENURE

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- Fundamental information about promotion and tenure for McNichols faculty is contained in the UDMPU Contract, Article V: [http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU\\_Contract.pdf](http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU_Contract.pdf). Review, as well, the information on the Academic Affairs website <http://www.udmercy.edu/academics/academic-affairs/index.php>. Under “Resources,” go to “Tenure and Promotion Transmittal Form and Instructions (McNichols).”
- In addition, contact your Dean’s Office for your college or school’s additional set of requirements and guidelines.

## 11 ACADEMIC ADVISING AND STUDENT SUPPORT SERVICES

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Detroit Mercy faculty play a large role in student advising and most serve as Academic Advisors for a number of students. All new faculty should review the following site for information about this important responsibility: <http://www.udmercy.edu/academics/academic-affairs/advising/index.php>

In addition to academic advising, Detroit Mercy faculty, assisted by multiple offices across campus, pride ourselves on the personalized attention we provide to our students. Below are a number of valuable campus resources for you to advise, assist, and mentor students

**Center for Career & Professional Development (CCPD):** <http://www.udmercy.edu/cec/>

- Dedicated to providing career and professional development opportunities to Detroit Mercy students, the CCPD partners with faculty to connect students to relevant resources and equips them with knowledge and tools to make career decisions, explore majors, and seek experiential and post-graduation employment. Faculty are encouraged to contact the CCPD to coordinate classroom activities and workshops to help students with their career goals and job search preparations.
- Located on the first floor of Reno Hall, the Center is open Monday through Friday. Call 313-993-1017 or email [careerlink@udmercy.edu](mailto:careerlink@udmercy.edu)

**Student Disability and Accessibility Support Services:** <https://www.udmercy.edu/current-students/support-services/disability.php>

- DAS provides support to all currently enrolled students who have documented disabilities that substantially limit them in one or more major life activities. Individuals eligible for services may have, but are not limited to, the following types of disabilities: mobility, orthopedic, hearing, visual, learning, psychological and attentional. Pregnant and parenting students may also qualify for services. Students must contact the Office of Disability Support Services and be approved for accommodations before any arrangements can be made for testing or other academic accommodations in their courses. Students who are approved for academic accommodations will be identified to course faculty through an email notification from the Director of DAS.
- If a student requests an academic accommodation because of a disability and you have not received an official notification from DAS, if they have emergency medical information to share,

or if they need special arrangements in case the building must be evacuated, direct them to contact:

Laura M. Bagdady  
Assistant Director, Student Disability and Accessibility Support Services.  
McNichols Campus Library, Room 328  
Email: [bagdadlm@udmercy.edu](mailto:bagdadlm@udmercy.edu)  
Phone: 313-993-1158

- It is the student's responsibility to be proactive with regard to requesting their disability accommodations every semester. Detroit Mercy faculty and staff are responsible for being responsive, reasonable, and appropriate in providing approved accommodations and addressing students' needs. Accommodations should be arranged in advance and are never applied retroactively.
- Disability information is confidential and protected. Students are encouraged to have open communication with their professors. However, students are never required to disclose information about their disabilities to anyone except the Director of DAS, and only if they wish to request accommodations. Faculty should not request or accept documentation of a disability from a student, and should instead contact the Director of DAS if a question regarding eligibility for services or any other concern arises.

**Psychology Clinic:** <http://liberalarts.udmercy.edu/psychology-clinic/index.php>

- University of Detroit Mercy Psychology Clinic offers confidential psychological services to students, staff and community members. The Psychology Clinic provides assessment services for Detroit Mercy students referred by the Student Success Center and Office of Disability Services. Sport Psychology services are available to student athletes through the Athletic Department. The clinic partners with faculty and Detroit Mercy groups to provide outreach activities and mental health education workshops.
- Children, adolescents and adults from the entire metropolitan area are eligible to receive services with affordable fees based on gross household income. Doctoral students in clinical psychology provide all services and are supervised by licensed psychologists.
- Located in Reno Hall, the clinic is open Monday through Saturday. Evening hours are available. Individuals interested in services may call 313-578-0570 and visit the clinic webpage.

**Student Complaint Policy & Resolution Center:** <https://www.udmercy.edu/about/consumer-info/complaint-policy.php>

This site provides a resource for students to submit complaints regarding academic or non-academic experiences not addressed in college and school handbooks or University policies and procedures. There are two types of complaints:

- **Academic:** College/School-related, Library/IDS, Center for Career & Professional Development, Student Success Center issues or any other academic matter.
- **Non-academic:** Student Services (issues with Admissions, Financial Aid, Registrar, Student Accounting, International Services, Residence Life or other non-academic departments), Auxiliary Services (bookstores, food services) or issues with Facilities or Public Safety (buildings, parking lots, security of person or property, etc.)

**Student Success Center (SSC):** <http://www.udmercy.edu/current-students/support-services/success-center>

- Located on the 3<sup>rd</sup> floor of the McNichols Library, SSC provides a variety of student support services including a testing center, tutoring and study groups, professional mentoring, an athlete study table, placement testing, exploratory student advising in the AIME and HealthEx programs, developmental coursework, the First Gen Network, and disability support services. The SSC also provides professional and peer mentoring and a therapy dog, as well as academic support programming and events. Faculty should refer students in academic distress (missing assignments, excessive absences, underpreparedness, etc.) to the Student Success Center for academic or transitional support by submitting a Student Success Center Referral Form available on the SSC website.
- The SSC is also home of the Learning Center which offers free tutoring in most freshman and some upper-division courses, including math, chemistry, biology, languages, philosophy, history and English. One-on-one and small group appointments are available in the Student Success Center on the third floor of the McNichols Campus Library. The Learning Center also organizes study groups, conducted by tutors who sit in on specific sections of targeted courses throughout the term and run study sessions weekly. These guided study groups, grouped by major cohort into learning communities, support freshman math, science and statistics courses.

**Students of Concern / Students of Concern Committee:** <https://www.udmercy.edu/faculty-staff/concern/index.php>

The Student Care and Concern Committee (SCC) is a University resource established to help promote a safe campus community by receiving, collecting, considering and — when deemed necessary — acting upon information regarding behavior of concern exhibited by a student or group of students. The overall goal of the SCC is to promote a safe University environment for all students and staff focused on student learning and student development.

- By encouraging all members of the campus community to report behaviors that are concerning, the SCC will be able to reach out to students to intervene, provide support and connect them with resources that can assist them. As such, the SCC asks that the university community report concerning, “red flag” behaviors. See the “Students of Concern” page for more information:
- Who may be referred?
  - Students who may be a threat to their own safety
  - Students who may pose a threat to members of the University community
  - Students who may have experienced traumatic personal events
  - Students whose behavior and/or emotional state raise significant concerns
  -

- Who can make a referral?
  - Students may be referred directly to the SCC by any individual who has observed or witnessed behavior of a student that causes concern
  - Faculty, staff, students, and community members who interact with our students can refer
  - Students can be referred anonymously
- If there is a concern of imminent harm for the student or others, please contact public safety 313-993-1234. To report an episode or concern, contact the Dean of Students at 313-993-1028.

**TRIO Program:**

- While working with students, you may find that they are in need of additional individualized academic support, such as frequent meetings with an Academic Success Coach, or personal and professional development opportunities. In such a situation, connecting this student to TRIO Student Support Services (SSS) may serve as a great benefit, as this program provides holistic services to its participants, including but not limited to tutoring, cultural engagement, graduate school preparation, financial literacy, and scholarships.
- This program is designed to increase student persistence, promote degree completion, and realization of career or academic goals. The Trio SSS Program provides individualized academic services to underrepresented students (students who identify as first-generation, meet income eligibility requirements, and/or students who may have a documented disability) which allows each student to focus on their personal goals, while embracing exclusive opportunities that support and nurture the student as a whole.

For additional information regarding TRIO SSS please visit:

<https://www.udmercy.edu/current-students/support-services/trio.php>

Please also feel free to contact TRIO SSS at [trio@udmercy.edu](mailto:trio@udmercy.edu) or 313.993.1108.

**First Gen Program:** <https://www.udmercy.edu/current-students/support-services/trio.php>

- In the process of providing support for your advisee, you might discover that they are a first-generation college student. If this is the case, they may benefit from a connection to the TRIO program. This program provides support to first-gen students and/or students from low-income backgrounds and/or have a documented disability as well as test and course support for students with disabilities.

**University Ministry:** <http://www.udmercy.edu/life/ministry/>

- Inspired by God's unconditional love, University Ministry accompanies the Detroit Mercy community as we seek to know, love and serve God and one another. As Catholic, Jesuit and Mercy university, the ministry staff organizes liturgy and prayer and formation of students in the

Catholic faith. As we are blessed by our diversity and value solidarity and inclusivity, University Ministry also supports students in the exploration of spirituality and the awareness and experience of students of any faith background. "Our innermost prayer should be that a Hindu should be a better Hindu, a Muslim be a better Muslim, a Christian be a better Christian. I broaden my Hinduism by loving other religions than my own." - Mahatma Gandhi

- Faculty are encouraged to use their "mission time" to accompany students on retreats, service immersion experiences, days of reflection or interfaith opportunities in collaboration with University Ministry.

<http://www.udmercy.edu/life/ministry/service-immersion.php>

**Wellness Center - Personal Counseling:** <http://www.udmercy.edu/life/health/index.php>

- Professional outpatient confidential counseling and psychotherapeutic treatment is available to students. Services are provided by a clinical psychologist, clinical social workers and mental health counselors who are licensed in the state of MI at the highest level of practice. The Wellness Center is committed to enhancing the physical, psychological, emotional, and relational well-being of the student in an attempt to promote personal growth and the achievement of academic success. Appointments can be made by phone or email.

**The Writing Center:** [www.udmercy.edu/twc](http://www.udmercy.edu/twc)

- The Writing Center, located in Briggs 131, is staffed by well-trained professional and peer consultants who work with students at all stages of the writing process. Our staff represents a wide range of majors and can assist with papers and projects in all courses across the curriculum; we are also trained to work with graduate students on Master's- and PhD-level pieces. Appointments are 30 minutes with face-to-face and online options available. Graduate students may request additional time with select writing consultants. Faculty may request in-class visits to introduce students to available services. Workshops are offered to students each semester on topics like MLA/APA Style, Critical Thinking, Time Management, etc.

## 12 RELIGIOUS SERVICES AND SPACES

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**Schedule of Religious Services:** <https://www.udmercy.edu/life/ministry/services.php>

- This site includes a schedule of Catholic masses and services offered at Detroit Mercy and throughout the local community, as well as schedules for religious services for people of all faiths.

**Detroit Mercy Chapels and Spiritual Spaces**

[McNichols Campus](#)

- *St. Ignatius Chapel* - Located in the Commerce and Finance Building (C&F), the St. Ignatius Chapel is a wonderful spiritual resource. Combining contemporary and traditional architectural forms, the chapel is an ideal place for worship, prayer and reflection for people of all faiths. Catholic Mass is offered in the chapel Monday through Friday and on Sunday nights.
- *Interfaith Reflection Room* - Located in the basement of the library, the Interfaith Reflection Room provides a space for prayer and reflection for students of all faith backgrounds. For more information, contact the library front desk.
- *Islamic Prayer Room* - Located in Reno Hall, room 048B.
- *Young Martyr's Chapel and Shiple Reflection Rooms* - Located in Shiple Hall, the Young Martyr's Chapel and Reflection Rooms are convenient places for prayer and reflection for many residential students. Faith sharing groups (or Christian Life Communities) meet in the Chapel or reflection rooms each week and offer students an opportunity to form a family of faith each semester.

#### School of Dentistry

- *Reflection Room* - Located on the fourth floor of the Clinic Building on the Corktown campus, the Reflection Room may be used for prayer or quiet reflection. Please contact the Assistant Dean of Student Services & Enrollment Management for more information concerning the Reflection Room at (313) 494-6850.
- *Muslim Prayer Room* - Also located on the fourth floor of the Clinic Building on the Corktown campus, Room 4-106, is the Muslim Prayer Room. Please contact the Assistant Dean of Student Services & Enrollment Management for more information concerning the Prayer Room at (313) 494-6850 or DC Room 470.

#### School of Law

- Located at 438 St. Antoine Street and just down the street from the School of Law, Ss. Peter and Paul Jesuit Church (<http://ssppjesuit.org/>) celebrates Weekday Masses Monday-Friday at 11:40; Saturday at 5:00; and Sunday at 11:00 and 7:30.

#### **Islamic Services**

- Jummah prayer is offered Friday afternoons at 1:15 in the Islamic Prayer Room in Reno Hall, room 048B, on the McNichols Campus.

## 13 PUBLIC SAFETY

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### Public Safety Contact

- Campus Emergency: 313-993-1234
- Non-Emergency: 313-993-1234
- School of Dentistry: 313-494-6706
- School of Law: 313-993-1234
- Off Campus Reporting: 911
- [publicsafety@udmercy.edu](mailto:publicsafety@udmercy.edu)

### Campus Locations and Maps

- <https://www.udmercy.edu/about/location.php>

### Emergency Preparedness and Emergency Response Plan

- <https://www.udmercy.edu/life/public-safety/emergency.php>

### Getting Emergency Notices- RAVE

- Register for University of Detroit Mercy emergency communications to receive alerts on class cancellations or other emergency notices via text message and email through the RAVE Mobile Safety system. <https://www.udmercy.edu/life/public-safety/rave.php> All faculty, staff and students are enrolled in the free program but must register to confirm contact information and choose notification preferences (cell phones, landline phones, text pagers or emails).

### Walking to Your Car at Night

- If you are working / teaching late, you are encouraged to walk to your car with others whenever possible. If this is not an option, you may call the Department of Public Safety (313-993-1234) for an escort during evening hours (scroll down for info about campus escorts, and other DPS services). <http://www.udmercy.edu/life/public-safety/services.php>

## 14 OTHER RESOURCES AND INFORMATION

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- The Office of **Academic Affairs webpage**, <http://www.udmercy.edu/academics/academic-affairs>, contains much many important links for new faculty including information regarding Academic Support Services; Academic Policies; Annual Report and Probationary Review Forms; Title IX information; and contact information for Academic Affairs.
- **Academic Calendar**: [https://www.udmercy.edu/current-students/registrar/files/current\\_3yr\\_calendar.pdf](https://www.udmercy.edu/current-students/registrar/files/current_3yr_calendar.pdf)
- **Academic Integrity Policies**: <http://www.udmercy.edu/academics/catalog/undergraduate2018-2019/policies/index.php> Contact your Dean's Office as well for Policies specific to your College or School.
- **Bookstore Webpage**: <https://www.udmercy.edu/faculty-staff/facilities/bookstore.php>

- **Bookstore Discount:** see “Faculty Benefits and Book Orders” on webpage: <https://www.udmercy.edu/faculty-staff/facilities/bookstore.php>
- **Course Evaluations** are completed by students near the end of each semester. These are completed electronically and both students and faculty receive notice via email each semester. For more information, contact your Dean’s Office.
- **Chemical Hygiene Plan:** <https://www.udmercy.edu/faculty-staff/facilities/operations/Chemical%20Hygiene%20Plan%202018.pdf>
- **Children in the Classroom Policy:** [https://www.udmercy.edu/life/policies/files/Student\\_Handbook.pdf](https://www.udmercy.edu/life/policies/files/Student_Handbook.pdf)
- **McNichols Class Session Cancellation Policy:** [http://www.udmercy.edu/academics/academic-affairs/files/index/Class\\_Session\\_Cancellation\\_Protocol.pdf](http://www.udmercy.edu/academics/academic-affairs/files/index/Class_Session_Cancellation_Protocol.pdf)
- **Copyright Policy:** <http://www.udmercy.edu/about/its/policies/files/its-0014.pdf>
- **Core Curriculum Approved Courses:** <http://www.udmercy.edu/current-students/registrar/core.php>
- **Core Curriculum Structure:** [https://udmercy.libguides.com/ld.php?content\\_id=44109753](https://udmercy.libguides.com/ld.php?content_id=44109753)
- **Course Catalogs:** <http://www.udmercy.edu/catalog/>
- **Course Evaluations:** <https://www.udmercy.edu/evaluate/>
- **Dean of Students Office:** <https://www.udmercy.edu/life/dean-students.php>
- **Detroit Mercy Style Guide / Brand and Logo Guidelines:** <https://www.udmercy.edu/faculty-staff/marcom/index.php>
- **Employee Phone and Email Directory:** <http://it.udmercy.edu/employee-directory/employees/index.html>
- **Employee Benefits:** <http://www.udmercy.edu/hr/benefits/index.htm>
- **Employee Discounts (on a range of services are available):** contact [hr@udmercy.edu](mailto:hr@udmercy.edu)
- **Employee Policies and Procedures:** <http://www.udmercy.edu/faculty-staff/hr/policies.php>
- **Ethics in Human Research Compliance Requirements:** <http://www.udmercy.edu/academics/academic-affairs/ospra/compliance/review-board.php>
- **Expense Reimbursement Policy and Form:** <https://www.udmercy.edu/faculty-staff/procurement-services/policies.php>
- **Faculty and course evaluations website:** [https://libraries.udmercy.edu/faculty/handbook/page.php?item\\_id=89](https://libraries.udmercy.edu/faculty/handbook/page.php?item_id=89)
- **Faculty Roster** (organized by academic units, no contact info provided): [http://udmercy.edu/academics/academic-affairs/files/index/Faculty\\_Roster.pdf](http://udmercy.edu/academics/academic-affairs/files/index/Faculty_Roster.pdf)
- **Family Educational Rights and Privacy:** (FERPA): <https://www.udmercy.edu>
- **Fitness Center** (free for Detroit Mercy students, faculty staff): <http://www.udmercy.edu/life/recreation/sfc/>
- **Human Resources & Payroll:** <http://www.udmercy.edu/faculty-staff/hr/>
- Important Policies and reports from the Provost’s Office: [https://libraries.udmercy.edu/faculty/handbook/page.php?item\\_id=220](https://libraries.udmercy.edu/faculty/handbook/page.php?item_id=220)
- **Institutional Review Board:** <http://www.udmercy.edu/academics/academic-affairs/ospra/compliance/review-board.php>

- **Instructional Delivery Method Explanations:** for courses (as shown in the Detroit Mercy online schedule of classes: e.g. traditional, online, hybrid, etc.):  
[https://udmercy.libguides.com/ld.php?content\\_id=47161612](https://udmercy.libguides.com/ld.php?content_id=47161612)
- **McNichols Internal Research Grant Fund** – see Article 11.7 of the Union Contract: :  
[http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU\\_Contract.pdf](http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU_Contract.pdf).
- **IT helpdesk:** (for assistance with computer, phone or printer problems):  
<http://www.udmercy.edu/about/its/help/index.php> or 313-993-1500
- **Libraries / Instructional Design Studio:** <http://libraries.udmercy.edu/>
- **McNichols Faculty Assembly :** [https://udmercy.libguides.com/shared\\_governance/MFA](https://udmercy.libguides.com/shared_governance/MFA)
- **McNichols Campus Library Parenting Room :**  
[https://libraries.udmercy.edu/students/page.php?item\\_id=446](https://libraries.udmercy.edu/students/page.php?item_id=446)
- **My Portal:** <https://my.udmercy.edu>
- **Office of Sponsored Programs and Research Activities:** (OSPRA) (assists faculty in seeking external funding for research and other scholarly activities):  
<http://www.udmercy.edu/academics/academic-affairs/ospra/index.php>
- **Office of Institutional Research and Effectiveness:**  
<https://www.udmercy.edu/academics/academic-affairs/research/index.php>
- **Online Program and Course Development:** <https://libraries.udmercy.edu/ids/faculty>
- **Pay Schedules for Full-Time Faculty and Adjunct (Part-Time) Faculty:**  
[https://www.udmercy.edu/faculty-staff/hr/files/Pay\\_Schedule\\_for\\_Web\\_PD\\_and\\_MN\\_2019,\\_2020,\\_2021.pdf](https://www.udmercy.edu/faculty-staff/hr/files/Pay_Schedule_for_Web_PD_and_MN_2019,_2020,_2021.pdf)
- **Service Learning Information:** (through the Institute for Leadership and Service):  
<http://www.udmercy.edu/about/mission-vision/lead-serve/service-learning.php>
- **Sex and Gender-based Discrimination as well as University Title IX Investigation and Resolution:** Procedure at <http://www.udmercy.edu/titleix>.
- **Schedule of Classes:** <http://www.udmercy.edu/classschedule/>
- **Shared Governance:** <http://www.udmercy.edu/faculty-staff/governance/>
- **McNichols Campus Standardized Syllabus Guidelines:**  
[https://www.udmercy.edu/academics/academic-affairs/files/index/McNicholsCampus\\_Syllabus\\_Guidelines.pdf](https://www.udmercy.edu/academics/academic-affairs/files/index/McNicholsCampus_Syllabus_Guidelines.pdf)
- **Student Complaint and Resolution Center:** <https://www.udmercy.edu/about/consumer-info/complaint-policy.php>
- **Student Handbook:** <http://udmercy.edu/life/policies/index.php>
- **Theatre Company :** (faculty receive discounts on tickets) : <http://www.udmercy.edu/life/theatre/index.php>
- **Title IX and Title IX Compliance Office :** <https://www.udmercy.edu/academics/academic-affairs/titleix/index.php>
- **UDMPU Agreement:** [http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU\\_Contract.pdf](http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU_Contract.pdf).
- **University Libraries:**  
<https://libraries.udmercy.edu/faculty/handbook/page.php?audience=2&category=7&topic=68&collection=123>

- **Voucher Fund for McNichols Faculty Research and Professional Development:** - see Article 11.6 of the Union Contract : [http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU\\_Contract.pdf](http://www.udmercy.edu/academics/academic-affairs/files/index/UDMPU_Contract.pdf).
- **Whistleblower Policy:** (need to scroll down): <http://www.udmercy.edu/faculty-staff/hr/policies.php#whistleblower>